

SELF-SERVICE CENTER

PROCEDURES: HOW TO GET YOUR ORDER TO MODIFY SIGNED BY THE JUDGE

STEP 1 Make two (2) copies of the following documents*:

"Order Modifying Custody, Parenting Time and Child Support"

"Parenting Plan"

"Order of Assignment" ¹ (if applicable) (see matching numbered note in gray box below)

"Order Stopping Order of Assignment" ² (if applicable)

"Current Employer Information Sheet" ³ (for person who gets to *stop* paying) (if applicable)

"Current Employer Information Sheet" ⁴ (for person *newly* ordered to pay) (if applicable)

STEP 2 Separate your documents three (3) sets: One set of Originals and Two sets of copies:

Set 1 (Originals):

"Order Modifying Custody . . ."

"Parenting Plan"

"Order of Assignment" ¹

"Order Stopping Order of Assignment" ²

"Current Employer Info. Sheet" (for current payor) ³

"Current Employer Info. Sheet" (for *new* payor) ⁴

Set 2 (Copies for you)

"Order Modifying Child Custody . . ."

"Parenting Plan"

"Order of Assignment" ¹

"Order Stopping Order of Assignment" ²

"Current Employer Info. Sheet" (for current payor) ³

"Current Employer Info. Sheet" (for *new* payor) ⁴

Set 3 (Copies for Other Party)

"Order Modifying Child Custody . . ."

"Parenting Plan"

"Order of Assignment" ¹

"Order Stopping Order of Assignment" ²

"Current Employer Info. Sheet" (for current payor) ³

"Current Employer Info. Sheet" (for *new* payor) ⁴

NOTE :

¹ Required if this modification results in a change of **who** is required to pay **or** in the amount to be paid.

² Required **only** if this modification results in the person who is currently ordered to pay *no longer* having to pay.

³ Required if this modification results in the person who is currently ordered to pay no longer having to pay.

⁴ Required if this modification results in a (new) person having to pay who did not under the previous Order.

STEP 3 Take the documents to your court default hearing or to your trial for the Judge to review and sign if he or she approves them.